

**Eureka Secondary School Suspension Policy** in accordance with Section 23 of the Education welfare Act 2000 and guidelines issued by the NEWB.

The B.O.M Eureka Secondary School delegates the authority to suspend a student to the Principal.

The Principal has the authority to suspend a student for up to and including three days and a further two days with the authority of the B.O.M.

Suspension shall be proportionate to the behaviour causing concern.

Normally intervention will have been tried before suspension, and school staff will review the reasons why these have not worked. The decision to suspend a student requires serious grounds such as that:

- The student behaviour has had seriously detrimental effect on the education of other students.
- The students continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for suspension.

Suspension is viewed as a respite for staff and student, giving the student time to reflect on the link between their action and its consequences while

giving staff the time to plan ways of helping the student to change unacceptable behaviour.

Suspension as part of a behaviour management plan endeavours to;

- Enable the school to set behavioural goals with the student and their parents/guardians
- Give school staff an opportunity to plan other interventions
- Impress on a student and their parents the seriousness of the behaviour.

Forms of suspension

- a) Immediate suspension.- Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the students other students or staff of the school, or any other person.
- b) Suspension during State Exam – where there has been a) a threat to the good order of the exams, b)safety of other students and personnel and c)a threat to the right of other students to do their exams in a calm atmosphere.
- c) Automatic suspension for ‘named behaviour’ – see ladder of referral (Code of Behaviour)

Procedures for suspension

1. Inform student and parents of the complaint having made a preliminary assessment of the facts that may warrant suspension.
2. Parents and students have a right of response before a decision is made or any sanction is imposed.
3. Where an immediate suspension is considered - the Principal will contact the Parent before the student is sent home.

## Implementing the suspension

Written confirmation of suspension sent to Parents

### Appeals

- Appeals can be made by the Parent to B.O.M to remove a suspension imposed by the Principal.
- Appeals can be made by the Parent to the Patron to remove a suspension imposed by the B.O.M
- Appeals can be made by the Parent to the Secretary General if a student's total suspension reaches 20 days (under Section 29 Education Act 1998, amended by Education Act (Miscellaneous Provisions) 2007).

## Grounds for removing suspension

Suspension can be removed by the B.O.M/Secretary General of DES, following an appeal under Section 29 of the Education Act 1998.

## After Suspension ends

### Re-integration of student:

- School will help student catch up on work.
- Support will be given to the student to help counter-act feelings of anger and resentment following suspension.
- When suspension is completed, the student will be given a fresh start.

## Records/Reports/Review

- Policy will be reviewed annually.
- Principal will report suspensions in accordance with NEWB reporting guidelines (Education Welfare Act, 2000 section 21 (4) (a)).
- Principal will report suspension to Board of Management.
- Formal written records to be kept.

### **Ladder of Referral for Code of Behaviour**

	<b>Type of Violation</b>	<b>Action by</b>	<b>Sanctions</b>
<b>1</b>	<ul style="list-style-type: none"> <li>• No Books</li> <li>• No Homework including project work</li> <li>• Talking</li> <li>• Late for class</li> <li>• Chewing Gum</li> <li>• No Journal</li> <li>• No PE Uniform</li> </ul> <p>Serious Behaviour Issues:</p> <ul style="list-style-type: none"> <li>• Defiance</li> <li>• Un-co operative in class</li> </ul>	Subject Teacher	<ul style="list-style-type: none"> <li>• Verbal Warning</li> </ul> <p>Violations of all such offences opposite should be recorded in Journal and relevant punishment given and a request made for Parent/Guardian to sign</p> <ul style="list-style-type: none"> <li>• Extra Work</li> <li>• Phone – Call home</li> <li>• Call in Parent/Guardian (if desired) and meet with Year Head if required (Serious issues should also be recorded on a Discipline Form and given to Year Head)</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• When 3 breaches of the Code have been recorded</li> </ul>	Year Head	<ul style="list-style-type: none"> <li>• Year Head speaks with student</li> <li>• Letter sent home by Year Head advising that student has been spoken to</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• 3 more breaches of the Code have been recorded</li> </ul>	Year Head	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Detention</li> <li>• Report Card</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• 3 more breaches of the Code</li> </ul>	Year Head & Deputy Principal	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Detention</li> <li>• Report Card</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• Recurrence of breaches of the Code</li> </ul>	Principal & Deputy Principal	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Possible Suspension</li> <li>• Sometimes refer to BOM</li> </ul>
<b>6</b>	<ul style="list-style-type: none"> <li>• Smoking</li> </ul>	Year Head	<ul style="list-style-type: none"> <li>• Detention</li> <li>• Possible Fine/Punishment Work</li> </ul>
<b>7</b>	<ul style="list-style-type: none"> <li>• Mithing</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Suspension/Detention</li> </ul>
<b>8</b>	<ul style="list-style-type: none"> <li>• Bullying</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Possible Suspension (see Anti Bullying Policy)</li> </ul>
<b>9</b>	<ul style="list-style-type: none"> <li>• Acts of aggression/violence</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Detention (where applicable)</li> <li>• Suspension and/or refer to BOM</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>• Vandalism</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Fine/ Repair</li> <li>• Detention/suspension</li> </ul>
<b>11</b>	<ul style="list-style-type: none"> <li>• Drink/Drugs</li> </ul>	Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>• Meeting with Parent/Guardian</li> <li>• Suspension and/or refer to BOM</li> <li>• Possible expulsion</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>• Uniform</li> </ul>	Ms Mallon/Year Head / Dep Principal / Principal	<ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Exclusion from class</li> <li>• Detention for more than 3 breaches of uniform code</li> <li>• Meeting with Parent/Guardian</li> </ul>

- Please note that movement up the ladder is mainly for behaviour offences. Persistent minor offences should be dealt with by the subject teacher. However, failure to solve such issues at this level should be brought to the attention of the Year Head.
- Where an incident is deemed serious by the subject teacher and Year Head and is brought to the attention of the Principal – suspension could arise at Stage 1, 2, 3 or 4 also.